Job Aid: Schedule NASA Safety Training Center (NSTC) Offerings

Tasks
A. Add an NSTC Scheduled Offering
B. Set Registration Parameters
C. Complete the Segments Tab (includes Resources)
D. Copy Resources

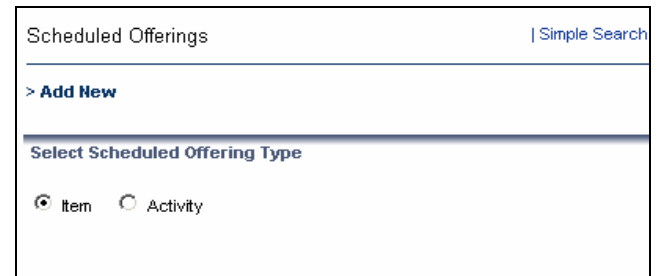**Task A:** Add a Scheduled Offering/Summary Tab

1.	Click **Scheduling** > **Scheduled Offerings**.	
2.	Click the Add New link	
3.	Select **Item**.	
4.	Click the **Next** button.	

Task A: Add a Scheduled Offering/Summary Tab (continued)

5. Enter/select all required information. ◆ Item Type ◆ Item ID **Note**: You must schedule the NSTC items that are in the SMA domain. All NSTC items have an Item ID that begins with SMA-SAFE-NSTC- followed by a number. DO NOT create your own item and put it in your Center's domain. ◆ Segment Start Date ◆ Segment Start Time ◆ Time Zone (Show in this Time Zone checkbox is optional) ◆ Domain **Note:** Always place your scheduled offering in the SMA domain. ◆ Facility **Note:** All Facility Descriptions must have the Center prefix in front of the Description to enable students across the Agency to determine at which Center the Scheduled Offering is occurring. Make sure you have added the Center prefix in front of the Facility Description before you assign a Facility to your Scheduled Offering. ◆ Contact Information (Email, Phone)	
6. Click the **Add** button.	
7. Note the system generated Scheduled Offering ID.	

Task A: Add a Scheduled Offering/Summary Tab (continued)

8. The entered information displays on the *Summary* tab.	
9. If edits to data are made on the *Summary* tab, click **Apply Changes** before leaving the screen to save the changes.	

Task B: Set Registration Parameters

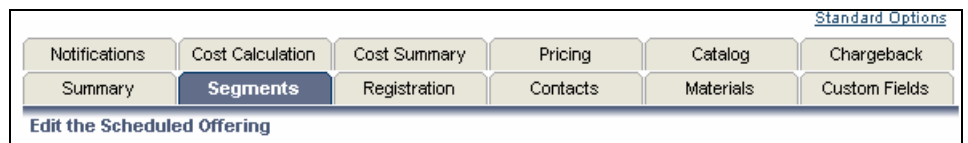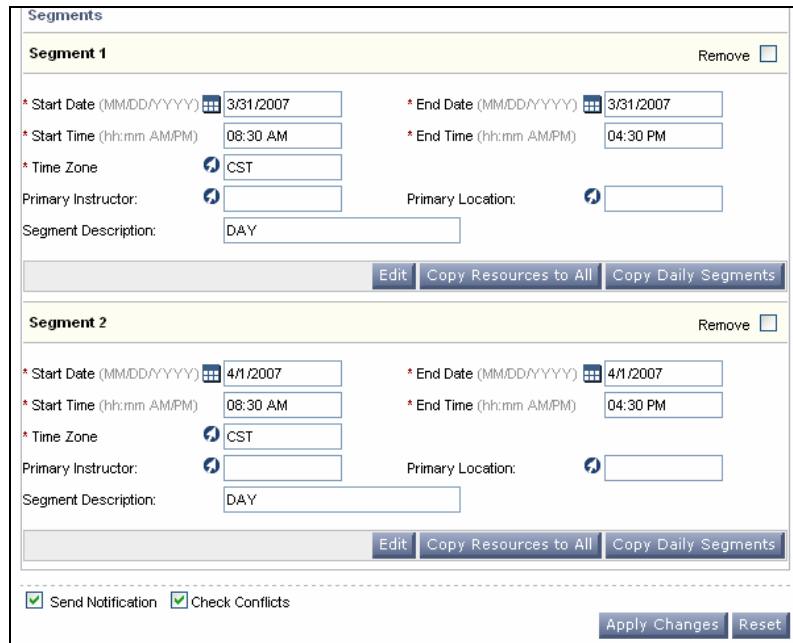|		
1.	Click the *Registration* tab.	 Notifications Cost Calculation Cost Summary Pricing Catalog Chargeback Summary Segments **Registration** Contacts Materials Custom Fields **Edit the Scheduled Offering**
2.	Enter the **Min Registration** and **Maximum Registration** fields. **Note**: If Learners are allowed to self-register for this offering, check the **Self Registration** checkbox. If self registration is enabled, you can set a **Registration Cut-off Date** and **Registration Cut-off Time**. Learner will be unable to self-register or self-withdraw after this date/time. **Note:** When inputting a Registration Cut-off Date, you MUST set the cut-off date to at least 30 days prior to the Start Date of the Scheduled Offering.	Scheduled Offering ID: 7446 Item: COURSE **SMA-SAFE-NSTC-0001** (Rev 5/4/2006 06:20 AM CST) Title: FACILITY SYSTEM SAFETY Notifications Cost Calculation Cost Summary Pricing Catalog Chargeback Summary Segments **Registration** Contacts Materials Custom Fields **Edit the Scheduled Offering** **Edit the Registration for the Scheduled Offering** Registration Cut-off Date: (MM/DD/YYYY) 03/01/2007 Min Registration: (1000,001) 10 Registration Cut-off Time: (hh:mm AM/PM) 12:00 AM Maximum Registration: (1000,001) 30 Time Zone: CST Registration Status: 0 of 30 enrolled, 0 waitlisted Default Published Price ($): 0.00 ☑ Self Registration ☑ Send Notifications to Instructors when Learners withdraw from the Scheduled Offering Apply Changes Reset
3.	Click the **Apply Changes** button.	Apply Changes

Task C: Complete the Segments Tab

1.	Click the *Segments* tab.	
2.	In the "Update the Segments…" section, the defaults from the Item's Delivery Data tab along with the entered start segment date/time entered for the Scheduled Offering are used to create the actual schedule for the Scheduled Offering. If necessary, make changes to the date/time information.	
3.	Click the **Apply Changes** button.	

Task C: Complete the Segments Tab (continued)

4. Enter a Primary Instructor for the Segment.

   Note: If you do not know the ID, click 🕐 to access the Instructors search screen.

   The search screen defaults with pre-populated Item information.

   This causes SATERN to search for Instructors that have been "Authorized" to teach the Item. The Item information can be removed from the search criteria to locate all Instructors.

   Note: All NSTC instructors have been created and placed in the SMA domain with an SMA-NSTC prefix

Primary Instructor: 🕐 JMALONE

Search

| **Search** | Results |

Search Instructors

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.

Case sensitive search:	○ Yes ● No	
Instructor ID:	SMA-NSTC	Starts With ▼
Last Name:		Starts With ▼
First Name:		Starts With ▼
Middle Initial:		Starts With ▼
Items:	Filter by criteria or	by Type: COURSE ▼
		ID: SMA-SAFE-NSTC-00 Exact ▼
Status:	● Active ○ Not Active ○ Both	
Instructors:	○ Available for current segment ○ Available for entire scheduled offering	
	● All	

Search   Reset

Task C: Complete the Segments Tab (continued)

5.	Enter a Primary Location for the Segment. **Note**: If you do not know the ID, click ⊘ to access the Location search screen. If a Location Type was entered on the Item's Delivery Data tab, the search screen defaults with pre-populated Location Type. This causes SATERN to search for Locations that have been setup as that type. The Location Type can be removed from the search criteria to locate all Locations.	Primary Location: ⊘ [ ] Locations | Simple Search | Advanced Search | Help | **Search** [Search] [Results] **Search Locations** Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time. Case sensitive search: ⊙ Yes ○ No Location ID: [ ] Starts With ▼ Description: [ ] Starts With ▼ Location Type: Select from list or By ID [CLASS-PC] Starts With ▼ Locations: ○ Available for current segment ○ Available for entire scheduled offering ⊙ All [Search] [Reset]
6.	Click the **Apply Changes** button. **Note**: If the Scheduled Offering has multiple Segments, SATERN displays two pop-up warning boxes indicating that no Primary Instructors and Locations specified. Click **OK** when these messages display.	[Apply Changes] Microsoft Internet Explorer ✕ ❓ No primary Instructor specified. Do you wish to proceed? [OK] [Cancel] Microsoft Internet Explorer ✕ ❓ No primary Location specified. Do you wish to proceed? [OK] [Cancel]

Task D: Copy Resources

If a Scheduled Offering has multiple Segments, resources applied to the first Segment can easily be copied to all remaining Segments.

1.	On the Scheduled Offering *Segment* tab, locate the Segment that has a Primary Instructor and Location applied.	Update the Segments for the Scheduled Offering Apply Changes Reset Total Hours: 16.00 **Segments** **Segment 1** Remove ☐ * Start Date (MM/DD/YYYY) ▦ 3/31/2007 * End Date (MM/DD/YYYY) ▦ 3/31/2007 * Start Time (hh:mm AM/PM) 08:30 AM * End Time (hh:mm AM/PM) 04:30 PM * Time Zone ↻ CST Primary Instructor: ↻ SMA-NSTC-0001 Primary Location: ↻ JSC-GILRUTH-AL. Segment Description: DAY Edit Copy Resources to All Copy Daily Segments
2.	Click the **Copy Resources to All** button.	Copy Resources to All
3.	Check the box next to the Resources to copy to all Segments. **Note**: Leave the **Check Conflicts** box checked to have SATERN verify that the selected Resources are not already booked for use during the Segment timeframes.	> Search > Edit Segments Scheduled Offering ID: 7446 Item: COURSE **SMA-SAFE-NSTC-0001** (Rev 5/4/2006 06:20 AM CST) Segment: 1 (DAY) Start Date/Time: 3/31/2007 08:30 AM CST End Date/Time: 3/31/2007 04:30 PM CST Return to Scheduled Offering **Choose Resources for Copy** ☐ Copy All ☑ Copy Instructor ☑ Copy Location ☐ Copy Equipment ☐ Copy Material ☐ Copy Custom Resource Check Conflicts: ☑ Copy Reset
4.	Click the **Copy** button. **Note**: If conflicts are detected, SATERN displays the conflicting timeframes.	Copy
5.	Click the **Apply Changes** button.	Apply Changes